

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170 - 1891

(743) 459-4740 Fax (734) 454-9303

www.35thdistrictcourt.org

MICHEAL J. GEROU
CHIEF DISTRICT JUDGE

JAMES A. PLAKAS
DISTRICT JUDGE



RONALD W. LOWE
CHIEF JUDGE PRO TEM

PAM AVDOULOS
COURT ADMINISTRATOR

PART TIME WORK DETAIL SUPERVISOR/ BUILDING SECURITY OFFICER

The 35th District Court, an Equal Opportunity Employer, is accepting resumes and applications for the part time position of Work Detail Program Supervisor who will also assist periodically with court building security. This is an at-will position with no fringe benefits.

Job Description:

Applicant must be able to perform a wide variety of duties with primary responsibilities as a Work Detail Supervisor. The Work Detail Supervisor responsibilities require supervision of approximately 12 member crew, transport and oversees the work of the crews in the community. The Work Program is conducted from 7:30a.m. – 4:00p.m. weekends and Thursdays in all weather conditions.

The Building Security responsibilities concentrate on maintaining an orderly and safe court environment. Examples of typical responsibilities include, but are not limited to, transporting prisoners within building, attending court proceedings, serving as court bailiff, and providing general security for the court & staff.

Employment Qualifications:

- High school graduation or equivalent
- Other experience demonstrating good communications skills, the ability to work well with others, able to demonstrate good judgment, tact and courtesy, as well as leadership qualities
- Valid Michigan driver's license with CDL privileges which need to be maintained during the course of employment
- Valid Concealed Pistol Permit issued in state of Michigan or must obtain a CCW permit within 6 months of hire. Permit must be maintained during the course employment
- Two years or more experience in security/law enforcement or court security
- Must demonstrate proficiency in use of handgun if permitted to carry one in courthouse. Must pass qualification process for handgun.
- Must pass criminal background check, physical examination and drug testing.

To apply:

Submit resume accompanied with a completed employment application. The link for the application is as follows: www.35thdistrictcourt.org.

Mail completed application AND resume to:

Human Resource Department
35th District Court
660 Plymouth Rd.
Plymouth, MI 48170
HR@35thdistrictcourt.org

No phone calls, no walk-ins. Return by mail only.

The position is open until filled.